

TRS Online Service Wage & Contribution Reporting System

How to Print an Error/Warning Report

As you know, when you create or upload a monthly report in the Employer Wage & Contribution Reporting System, you must complete several steps in order to submit your wages and contributions to TRS. One step in that process is to run the **Employer Edit Report**. In order to submit your monthly report, you:

- **must** correct *all* errors shown in the *Edit Report*
- **may** correct all warnings.

After making changes, you **must** run the *Edit Report* again to recheck your entries. Once *Edit Report* displays the status *Edited No Errors*, you may submit your wage and contribution report to TRS, even if warning messages still are present.

We encourage employers to print or save the final *Edit Report* so they can resolve the issues that resulted in warning messages before submitting the next month's report. Doing so may result in cleaner reports in the future.

Tips for Printing and Saving the Employer Edit Report (PDF)

- Be sure to print or save the *Edit Report* **before** you've closed the browser window or tab in which it displays. Once you've closed the report window and have submitted your report to TRS, it is not possible to access the list of warnings.

To return to the system, click the Montana TRS tab. Click on the new tab to view the report (PDF).

05/13/2015 11:17 AM

SAMPLE

Montana Teachers' Retirement System
Employer Edit Report
1 ELEMENTA
Pay Period: 05/2015 - 1

Member	Name	Tier	Stat	Work	Actual	Part	Member	Employer	TP	Position	Earnings	Service	Hours	Contrib	Contrib Opt	Code
5	LY	1	H	665.00	.48	66.50	54.20									
Warning: The Hourly Work Status does not match the Full Time status in the TRS database																
5	R															
!! Warning: The Working Retiree must have wages reported for position code 01 TRS Position																
5	T	2	H	760.00	.54	76.00	61.94									
Warning: The Hourly Work Status does not match the Full Time status in the TRS database																

Report Summary

Reported:	Actual:	Difference:	Employee Contribution	
Number of Entries Printed	2		Normal	6,888.39
Report Type	Contributions		Buyback	.00
Document Number			Term Pay	.00
# of Pay Periods	1		Total	6,888.39
Year-End Report	No			
TRS Employees	32		Employer Contribution	
Service Months	20.60	20.60	Normal	7,159.24
Total Hours	1,280.72	1,280.72	Buyback	.00
Total FTE Service Months	29.35		Term Pay	.00
Earnings	83,538.39	83,538.39	TIAA CREF	.00
TIAA CREF Earnings	.00	.00	Working Retiree	.00
Working Retiree Earnings	.00	.00	Total	7,159.24
Working Retirees	0			

Report Status

Report Status	Amount Due	
Pay Period Date	05/31/2015	13,967.63
Date Entered	05/13/2015	13,967.63
Date Submitted		.00
Date Paid		
Edit Status	Edited No Errors	
Date Edited	05/13/2015	.00
Report Status	Employer Editing	13,967.63
Date Posted		13,967.63
Balance Status	In Balance	

- If your computer screen does not display a menu or toolbar for printing or saving the PDF report, move your mouse around the lower section of your screen. If you use Adobe Reader to view PDF documents, a gray toolbar with basic PDF functions should appear:



NOTE: The specific functions and features available on your computer may vary, depending on your computer's operating system, web browser, and the PDF viewing tool that you use. The information provided here applies to Microsoft Windows and Adobe Reader, the most common PDF viewing tool.

Where can I find these instructions in the TRS Employer Wage & Contribution Reporting System?

We encourage you to use the Online Manual whenever you have questions about using the reporting system.

1. While logged into the Online Wage & Contribution Reporting System, click the Online Manual link in the white bar at the top of the screen – across from MT.GOV. The Online Manual opens in a smaller window.
2. Use the Contents menu on the left to access the *Employer Reports* section. Then click on the section called **Step-by-Step Procedures**.
3. Scroll down to the *Process of Submitting a Contribution or Adjustment Report* table, click on the appropriate link, and follow the steps to create or upload your monthly employer report and to run the Employer Edit Report, as usual.
4. **Before you close the Employer Edit Report window**, consider whether you need to print or save it for later reference. This is helpful if you want to investigate and resolve warning messages later.